

Check out our online job  
announcements!

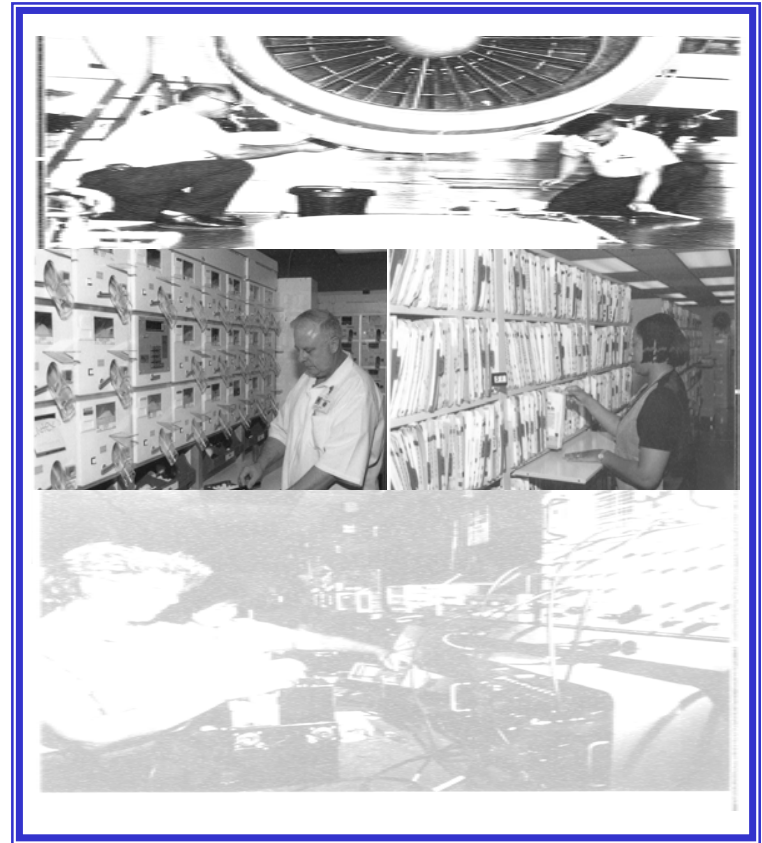
Visit us today at  
[www.afpc.randolph.af.mil/afjobs](http://www.afpc.randolph.af.mil/afjobs)



OR CALL US AT  
1-800-997-2378  
Local Calls: 210-527-2378

TDD: 1-800-382-0893  
or local 210-565-2276/3008

# AIR FORCE CIVILIAN EMPLOYEE Career Management Guide



**For Air Force Employees**  
**Your Source for Information on**  
**New Developments and Methods for**  
**Managing your Air Force Career**

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## OPPORTUNITIES



ARE

WAITING



*Let your career soar!*

## Step 2 Self-Nominate for your next job (continued)

If you do not input a valid e-mail address, the account you create will be immediately locked. Ensure you have all this information available before you enter the application. Please read all instructions carefully as you proceed.

**Interactive Voice Response System (IVRS):** The first time you use this system, your Personal Identification Number (PIN) will default to the month and year of your birth (i.e., mm/yyyy = 011962). The system will then require you to change your PIN to another six-digit number.

To self nominate, you must enter the eleven digit self-nomination number for the vacancy you are interested in. You may obtain the eleven digit self-nomination announcement number either through Civilian Announcement Notification System (CANS), our homepage, IVRS or from our vacancy announcements that are also listed on the OPM website at <http://www.usajobs.opm.gov>

## Changing The Way Employees Change Jobs . . .

As the Air Force implements new technological resources to better serve you, certain processes will change.

In the past, Air Force employees received automatic consideration for promotions, whether interested or not.

With improved technology in place, Air Force employees have the opportunity to review vacancy announcements and indicate which positions interest them. This process is known as “self-nomination”. Through self-nomination, employees can receive consideration for any position open to internal Air Force employees, whether it is a promotion, reassignment or change-to-lower grade. This allows employees to search for jobs which fit their current personal and career goals.

While Merit Promotion principles remain as is, Air Force employees are now empowered to take charge of their own careers by carefully selecting the jobs for which they'll be considered.

## ELECTRONIC ACCESS TO JOB INFORMATION

We have recently updated our automated services to improve your job search. Some of our new, convenient services include:

- ▶ On-line job announcements for each vacancy announced on the World Wide Web
- ▶ Self-Nomination Capability - Allows you to indicate those vacancies of interest to you
- ▶ The Civilian Announcement Notification System (CANS) – by subscribing to CANS, you will receive information on the jobs you are interested in as they are announced
- ▶ Interactive Voice Response System (IVRS) allows you to hear vacancy announcements, self-nominate for specific positions, and check the status of your self-nominations over your telephone
- ▶ Plus an abundance of other information such as benefits, pay and leave entitlements, relocation, travel and ***much, much more!***

Access our Civilian Employment Homepage at  
<http://www.afpc.randolph.af.mil/afjobs>

**WWW**

## Step 2: Self-Nominate for your next job

Self-nomination allows you to choose the vacancies for which you wish to be considered. You may self-nominate at any time, as long as the announcement has not closed, using IVRS or from our employment homepage.

Follow the instructions below for the appropriate application.

*Note: When establishing passwords for the internet application, you should have your Leave and Earnings Statement (LES) or SF-50, Notification of Personnel Action handy.*

Internet: All first time users will be asked to create a USERID and Password. On the employment homepage, select the “Apply” or self-nomination option. Enter your social security number (SSN) and press enter. Click Okay and you will arrive at the screen to set up your USERID and Password. At the bottom of the page, click the Civilian button and complete the required data. You will be asked to provide your SSN, Date of Birth, Service Computation Date (SCD) for Leave, Pay Plan, Current Grade and Step-in-Grade, DSN and a valid e-mail address.

## Step 1: Check out employment opportunities on line

To view current vacancy announcements on our employment homepage, click on the job announcement link. You can view vacancy announcements by location, announcement number or by a combination of pay plan, occupational series and/or grade.

All announcements contain an announcement number, opening and closing dates, as well as other pertinent information such as the location of the position, work schedule, who is eligible to apply, and a brief description of the duties of the position.

As you view vacancy announcements on our homepage, you may, at the same time, self-nominate for those vacancies for which you wish to be considered.

You may also locate our full vacancy announcements on the Office of Personnel Management (OPM) website at <http://www.usajobs.opm.gov> under current job openings for the Air Force Personnel Center. When viewing announcements from this site, you must return to our employment homepage or use our IVRS system to self-nominate.

## RESUME OR NOT???

In order to self-nominate for position vacancies, employees must access the system through IVRS or the employment homepage. Although most employees will not be required to submit a resume prior to self-nominating, there are a few instances where resumes are required. Read on for more details . . .

➡ **Current Charleston and McChord AFB employees** are required to submit a resume, as specified in the Air Force Job Kit (supplemental data is not required). The Job Kit may be obtained through the Employment Homepage or the Interactive Voice Response System (IVRS). For fast and easy submission, use the on-line Resume Writer

➡ Current permanent Air Force employees **who wish to be considered for vacancies announced through the Air Force Personnel Center Delegated Examining Unit or those who possess a noncompetitive eligibility**, such as VRA or 30 percent DAV, may self-nominate for announcements open to external candidates when they submit a resume as specified in the Air Force Job Kit (supplemental data is required). The Job Kit may be obtained through the Employment Homepage or the IVRS

Be sure to review vacancy announcements for details on who may apply.

## How much time do you spend searching for job announcements?

### Subscribe to CANS Now!

Do not waste your valuable time searching for the same information time and time again.

When you subscribe to the Civilian Announcement Notification System (CANS), you will receive notice of the jobs you are interested in as soon as they are announced!

With three simple steps, you can have information on only the jobs you are interested in, without the hassle of checking job lines daily.

1. **Subscribe:** Select the CANS option on our employment homepage. Enter your e-mail address as indicated. You will then be allowed to complete a table, specifying the pay plan, series, grade, and category of positions for which you are interested.
2. **Review:** As vacancies match the criteria you set are announced, you will receive an e-mail notifications, linking you to the specific announcements you want to see.
3. **Self-nominate:** Access the employment homepage or use our IVRS system to self-nominate for those vacancies for which you wish to be considered.



## Your next job may be just a phone call or click away...

No need to schedule a trip to your Civilian Personnel Office. We are using technology to put job information at your fingertips. Take advantage of these convenient services...

### Have access to the Internet?

You can view vacancy announcements, self-nominate, and learn the status of your self-nomination by accessing our employment homepage at [www.afpc.randolph.af.mil/afjobs](http://www.afpc.randolph.af.mil/afjobs)

### Prefer to use your telephone?

For easy access to the latest employment information, including current vacancy announcements as well as your self-nomination status, call our IVRS at 1-800-997-2378 (local calls, 210-527-2378). TDD Users Call 1-800-382-0893 (local calls, 210-565-2276/3008).

